

# **Bicycle and Pedestrian Advisory Committee (BPAC)**

## **Meeting Minutes**

### **February 26, 2004**

#### **1. Call to Order.**

Chair David Alfano called the meeting to order at 7:33 p.m. A quorum was present.

#### Members Attending:

David Alfano, Michael Barnes, Cathy Baylock, Maureen Brooks, Robert Cronin, Richard Garbarino, Matt Grocott, Mike Harding, Marc Hershman, Colleen Jordan, Tom Koos, Julie Lancelle, and Mark Meadows.

#### Staff/Guests Attending:

Geoff Kline and Walter Martone - C/CAG Staff; Christine Maley-Grubl and David Nelson – Peninsula Congestion Relief Alliance (Alliance); Duncan Jones – Town of Atherton.

#### **2. Public Comments On Items Not On The Agenda.**

None.

#### **3. Minutes of the October 23, 2003 meetings.**

*Committee Member Harding MOVED the approval of the minutes. Committee Member Baylock SECONDED. MOTION PASSED unanimously.*

#### **4. Bike to Work Day – This oral report item was agreed to be taken out of order.**

David Nelson (Alliance) spoke on this item. The Metropolitan Transportation Commission (MTC) has contracted with a prominent public relations firm (Fleishman-Hillard) to promote *Bike to Work Day* on the third Thursday of May: May 20, 2004. There will be bags given away containing water, blinking lights, and reflective “stick-ons”. According to Nelson, who has worked with this event the last five (5) years, bike advocacy groups are involved along with all cities but Pacifica. It is basically the same program as in years past but will have better publicity, more media promotions, and more corporate involvement. Nelson will provide information (Phone: 650-588-8170, email: [david@commute.org](mailto:david@commute.org)).

It was pointed out and will be brought to the attention of MTC that Hispanics do not, in general, participate in government sponsored events. Safety education is to be emphasized such as lack of helmets and wearing dark clothing at night. Hispanics need safety flyers in Spanish. Companies that hire Hispanics may wish to help with the event.

There is more help needed to man stations. Menlo Park stations have city help to work the event. It is important that any city have back-up by respective city staffs. Walter Martone will donate stocked bike maps for the tables.

The Alliance is the Transportation Demand Management (TDM) agency for San Mateo County. The Alliance is always doing TDM, which includes bikes. Nelson explained how the Alliance interacts with employers to promote biking and also how it runs bike programs:

- There are three (3) safety programs throughout San Mateo County each year. They are held on weekends in locations in the north, south, and middle of San Mateo County.
- A bike is given away as are free bicycle helmets.
- Bike maintenance is discussed.

Nelson also pointed out that he is working on a bike safety brochure modeled on one from Chicago called “Mr. Bike”. It will cost \$10,000 plus and probably be issued in a multilingual edition.

Bike to Work Day is not promoted for roads. The emphasis is on bicycle commuters. Member Lancelle said that biking to school should be promoted as it is in Los Angeles. Member Baylock pointed out that there are no dollars for bike safety to be taught in the schools.

## **5. Update of the San Mateo County Comprehensive Bicycle Route Plan.**

There is currently ongoing progress in updating the fifteen (15) projects included in the San Mateo County Comprehensive Bicycle Route Plan (Bike Plan). It has been requested that jurisdictions comment on any aspect of the projects, including cost estimates. It is important that projects be established on formal bike routes. Extra credit is given in the Transportation Development Act (TDA) Article #3 Bicycle and Pedestrian Funding Program (TDA Art. #3) if a project is in the Bike Plan.

Regarding bicycle mapping, it was pointed out that the Bike Plan maps are illegible and require some type of electronic reproduction technique to produce better and more usable copies. The present Bike Plan has overall maps showing key routes. Much discussion centered on how to create a better map for bicyclists. Specifics of the discussion were:

- A more detailed map for a specific project location should be provided as part of a project’s description.
- Include existing, planned, and/or projects under development.
- Maps should not be in color because they are hard to reproduce.
- Improve map keys so they are more easily read.
- Geographical Information System (GIS) can be made compatible with proposed mapping. Right of reproduction must be included.
- Member Grocott suggested that a check be made on how airport maps are produced.

Note: Alta Transportation Company (Alta), who did the original Bike Plan, submitted a proposal to update the mapping section. Alta was to be scheduled to provide a briefing at the March 2004 BPAC meeting. However, due to a possible violation of contracting law, Alta will not be invited to address BPAC and no further discussion of its proposal or sample maps will occur.

BPAC agreed to incorporate the “Bicycle Technical Guidelines”, as was presented from Valley Transportation Authority in Santa Clara County, into the Bike Plan. Staff should explore what needs

to be done to add these guidelines to a San Mateo County document. This will be scheduled for the April 2004 BPAC meeting along with a discussion of the actual guidelines to be used in the Bike Plan.

The March 2004 BPAC meeting will be centered on a discussion of the actual projects and responses to them as presented by individual cities and sponsors. City contacts will be a new addition to the Bike Plan. Walter Martone will solicit names of BPAC members who may be in need of a copy of the current Bike Plan.

#### **6. Future cycle of Transportation Development Act (TDA) Article #3.**

The Fiscal year (FY) 2004/2005 program was cancelled because of too small an amount of money to deliver a worthwhile project listing. The scoring system and application has previously been approved by BPAC, so it was agreed to start the FY 2005/2006 cycle in September 2004.

#### **7. Transportation Enhancements Activities (TEA) Program Process and Recommendations for 2004-2006.**

There are no State Transportation Improvement Program (STIP) dollars until Year 2008. Because the C/CAG Transit Oriented Development (TOD) Program uses STIP dollars for reimbursement, it is proposed to use Transportation Enhancement Activities (TEA) funds to honor TOD commitments so that cities don't have to wait so long for TOD money.

It will be recommended to the C/CAG Board to honor San Mateo's TOD reimbursement in the amount of \$410,000 in FY 2004/2005. Approximately \$2.4 million will then be available for an application cycle in FY 2005/2006. This will be followed by approximately \$1 million per year available in the period FYs 2006/2007 to 2008/2009. It will also be recommended to limit acceptable projects to bicycle and pedestrian only. The question was raised if Burlingame could use TEA funds to purchase a eucalyptus grove as part of Bike Plan Project # 13. Unfortunately, this is not an authorized use of this funding.

It was brought up that BPAC should consider applying for funding for an update of the existing bike map. Staff should draft a letter to President Supervisor Jacobs-Gibson of the San Mateo County Board of Supervisors requesting that San Mateo County sponsor a TEA project to redo the bike map.

#### **8. Schedule of meetings for first half of 2004.**

Accepted without reservations.

#### **9. Communications.**

Dani Weber sent a letter regarding a dangerous condition at the intersection of Alameda de las Pulgas and Camino a los Cerros. Member Cronin reported that the situation has gotten worse. The signs are gone but the poles remain. Walter Martone will ask San Mateo County Public Works Director Neil Cullen about the status of the problem's resolution.

#### **10. Member Communications.**

None.

#### **11. Adjournment**

The meeting ended at 9:16 p.m.